



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SEWING ROOM SUPERVISOR

Class No. 007530

■ CLASSIFICATION PURPOSE

Under general direction, to supervise personnel in performing sewing work; to manufacture and repair clothing and linens; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Sewing Room Supervisor is the first level supervisor in the series, and is responsible for the supervision of trained or untrained personnel performing routine sewing and mending duties. Positions are found in Health and Human Services Agency Edgemoor Hospital where incumbents supervise Sewing Room Operators in the manufacture and repair of linen supplies and patients' clothing. Positions are also found in the Sheriff's Las Colinas Women's' Detention Facility and Probation's Girls' Rehabilitation Facility where incumbents instruct female inmates/wards in sewing applications and power machine operation.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Cuts, sews, fits and/or finishes dresses, gowns, uniforms, underwear, sheets, pillow cases, tablecloths, napkins, curtains, and draperies.
2. Alters and repairs articles of clothing or linen.
3. Gives instructions, assigns work and maintains discipline in connection with the supervision of assistants.
4. Alters, drafts, and cuts patterns.
5. Keeps records of materials received and/or articles manufactured and delivered to storerooms.
6. Prepares annual estimates of required fabric yardage and quantities of sewing supplies.
7. Operates power-driven sewing machines, to include the following types: blind hammer, electric cutters, double and triple stitch needles, buttonholers, and pressing equipment.
8. Orders and issues materials and supplies.
9. Performs minor repairs on equipment.
10. Teaches classes in sewing and power machines.
11. Provide responsive, high quality service.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation of a power sewing machine.
- Sewing, repair, maintenance, and manufacture of personal clothing, linen, and institution apparel.
- Supervision and training techniques.
- County customer service objectives and strategies.

#### Skills and Abilities to:

- Apply appropriate procedures and techniques in the sewing, repair, maintenance, and manufacture of personal clothing, linens, and institution apparel.
- Plan and supervise the work of subordinates.
- Maintain records and inventory of sewing materials and supplies.
- Design clothing patterns for sewing projects.
- Instruct classes in sewing and power machine operation.
- Perform minor equipment servicing and repair.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: two (2) years of experience performing sewing duties in manufacturing and repairing clothing or linens using a power sewing machine. Experience in supervising trained or untrained assistants in performing sewing duties is highly desirable. A bachelor's degree in Home Economics, clothing and textiles or a related field is desirable, but not required.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Incumbents assigned to Las Colinas Women's' Detention Facility or Girls' Rehabilitation Facility work in locked facilities and may be exposed to potentially violent or hostile inmates/wards.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: May 19, 1966**  
**Revised: October 3, 1973**  
**Revised: November 25, 1975**  
**Retitled: January 13, 1978**  
**Revised: February 12, 1981**  
**Revised: May 8, 1990**  
**Reviewed: Spring 2003**  
**Revised: May 12, 2004**  
**Revised: March 31, 2006**

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Sewing Room Supervisor (Class No. 007530)

Union Code: MM

Variable Entry: Y